



SCHOOL OF PLANNING AND ARCHITECTURE

(An “Institution of National Importance” under an Act of Parliament)
4, Block-B, Indraprastha Estate, New Delhi – 110 002

Ref. No.FO51/SPA/DPU/2015/Degree-Marksheet

Dated: 27/07/2015

Sub: Notice inviting quotation for printing of Mark sheets, Mark sheet Envelops, Degree Certificates and Degree Folder.

Sealed quotations are invited for the Printing of Mark sheets, Mark sheet Envelops, Degree Certificates and Degree Folder enclosed in the separate sheet (Annexures) subject to the terms and conditions given below:

The School of Planning and Architecture is pleased to invite the sealed quotations for **printing of Mark sheets, Mark sheet Envelops, Degree Certificates and Degree Folder** for the year 2015 from the experienced and reputed printers.

Quotation forms/ documents may be downloaded from the website of the School. The quotation should be addressed to the **Library and Information, Documentation-cum-Publication Unit, School of Planning and Architecture, 4 Block-B, I.P. Estate, New Delhi -110002** and should reach on or before 10/08/2015 at 3:00 P.M. The bidders are required to go through the Terms and Conditions before submitting their quotations/ details at Annexure-A, Annexure-B, and Annexure-C attached with the quotation forms/documents.

The School reserves the right to reject any or all the quotations without assigning any reason thereof. The School also reserves the right to award the services to one or more than one agencies. Incomplete and conditional quotations/tenders shall be rejected

-Sd-
Library and Information Officer
Documentation-cum-Publication Unit

TERMS AND CONDITIONS

1. Quotations without any erasures and overwriting must be submitted in sealed cover addressed to the Library and Information Officer, Documentation-cum-Publication Unit, School of Planning and Architecture, 4 Block-B, I.P. Estate, New Delhi -110002, super-scribed Tender/ Enquiry No. and the due date failing which, quotation may be ignored. Tender/ quotation should be sent through Post/ Courier/ By Hand.
2. The firm shall be a firm/company/partnership firm registered under the appropriate authority and have their registered offices in Delhi NCR (India). (**Kindly enclose copy of Certificate**)
3. The firm has to be profitable and should not have incurred loss in the last 3 Financial Years (FY 2012-13, FY 2013-14, FY 2014-15,) (**kindly enclose Profit and Loss Statement and Balance Sheet**).
4. The firm should have an average turnover of INR 10 Lakhs in the last three consecutive financial years (FY 2012-13, FY 2013-14, FY 2014-15,) from printing Services rendered in India (excluding turnover from supply and implementation of hardware, software and networking equipment's.) (**Kindly enclose CA certified document**).

5. The Firm should have facilities for security printing of documents like bonds etc. as approved by the government. (**kindly enclose Certificate**)
6. The firm should not be blacklisted by any Central Government/ State Government / PSU/ Government Bodies/ Autonomous Bodies/ Private (**Self-declaration signed by the Authorized signatory**).
7. The firm shall own Four colour printing machines of adequate capacities, commensurate with requirement of printing of estimated quantity of degree certificates within prescribed time schedule of 02 Weeks along with other facilities for requisite security printing. (**Kindly enclose Self-declaration signed by the Authorized signatory**).
8. Description of business and business background (on firm's letter head with seal.)
9. Service profile & client profile (on firm's letter head with seal.)
10. Bid forms shall be filled in ink or typed. Bids filled in pencil shall not be considered.
11. The Bidder shall submit a copy of this bid document signed on each page, as token of acceptance of all the terms and conditions mentioned therein.
12. Rates shall be written both in words and figures. There must not be errors and/or over writings. Corrections if any should be made clearly and initialled by the authorized signatory of the bidder along with dates. If any variation is found between the amount written 'in words' and 'in figures', the amount written in words will only be considered.
13. The tenderer has to quote the consolidated price including all taxes as prescribed under govt. norms and rate will remain valid up to the agreement period. The printing cost should also be inclusive of all associated costs.
14. The financial bid shall be inclusive of all taxes, VAT, Octroi, Local taxes, etc. to be paid by the Bidder for the Work/Service and any claim for extra payment on any such account shall not be entertained.
15. No alterations or additions anywhere in the Bidder Document are permitted. Corrections, if any should be made clearly and initialed by the authorized signatory of the bidder along with dates. If any of these are found, the Bid may be summarily rejected.
16. The respective technical and financial bid should be spiral bound, to prevent any pages being missed.
17. Bidder shall properly number the documents attached with the Bid as support/ documentary evidences and a reference of such page number shall be provided in the Bid.
18. All pages and pasted slips should be signed by the Bidder. Corrections, if any, must be signed No page shall be added or removed from the set of Bid Document.
19. The Bidder shall submit the Bid which satisfies each and every condition laid down in this document, failing which the Bid will be liable to be rejected. Conditional Bids will be rejected.
20. Tender papers must be submitted along with the following documents:
 - (a) Copy of PAN/TAN certificate

- (b) Copy of Central Sales Tax Registration no.
- (c) Copy of Service Tax Registration no.
- (d) Bank draft of Rs. 1000/- (non-refundable) drawn in favour of School of Planning and Architecture, New Delhi payable at New Delhi towards cost of bid document.
- (e) EMD 3% of rate quoted value in form of Bank Draft in favour School of Planning and Architecture, New Delhi payable at New Delhi.

21. The Bidders have to furnish samples of the Media/paper (to indicate quality of paper) along with tender form for consideration of the tender committee. Supply must be made as per sample. Printer will enclose the certificate issued by recognised Lab/agency towards the quality of paper/media.

22. School reserves the right to change/modify or redesign the format of the Mark sheet, Degree Certificate, Envelop and Folder etc., at any stage and Printer will not charge any extra cost for this.

23. Printer will submit an undertaking on stamp paper that the confidentiality will be maintained during the contract/printing process. Printer will also ensure the data accuracy during printing process.

24. Printer will host the data on servers for online verification of Degree certificate and Marksheets. A Web link/Gateway to redirect the queries for verification will be provided on the School website. The facility of online payment gateway is to be provided by the printer. The fee will be remitted in the School account and payment will be made by the School to the Printer later on. The Company will separately quote the cost of per certificate verification in quotation letter for verification process.

25. Technical Bid will be opened first to select and evaluate the raw material/samples submitted. Later on the financial bid will be opened.

26. Printer will submit two bids separately in sealed envelopes (Technical bid supported by the samples and financial bid)

27. If some of the document/annexure(s) is/are missing, the School has the right to reject the Bid as INVALID Bid.

28. Any software or associated hardware required to provide services under this engagement will be provided by the bidder at their own cost.

29. In case of misprinting of information, printer will bear the cost and will replace the copy free off cost.

30. The period of work initially will be one year which can be extended further on finding performance satisfactory.

31. The Bidder is expected to work out their own rates based on the detailed description of items, the specifications, software needed and conditions and finally arrive at the cost of the Works/ Service in the appropriate place. The Bidder shall be deemed to have satisfied itself before bidding as to correctness and sufficiency of its Bid. The rates and prices quoted shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper execution Works/Services.

Note: School may relax or impose any conditions as per the discretion of the competent authority

CLARIFICATION ON BIDDING DOCUMENTS

1. If the prospective bidder is in doubt as to the true meaning of any part of the bid document, he shall at once make a request in writing for an interpretation/ clarification to the School. The School shall issue interpretation/ clarification as it may think fit in writing. The University will not respond to any clarification sought by the bidders 5 days before the last date of submission of the bid.
2. All Marksheets and Degree Certificates shall be printed and delivered with all the required Security Features as given below:
 - (a) Anti-Scanning
 - (b) High Resolution Border
 - (c) Anti-Copping
 - (d) Invisible UV Ink
 - (e) Micro text Line
 - (f) Bar Code Printing
 - (g) Watermark Logo in Background
 - (h) Numbering with Penetrating Ink
3. Printing Process MUST be passed carrying security features.
4. No process should be outsourced.
5. All equipment, software and allied process must be under one roof and must be owned by the company bidding for this tender.
6. All legal disputes shall be under the jurisdiction of Delhi.
7. The School reserves the right to reject one or all bidding without assigning any reasons what so ever.

Note: Sample of Mark-sheets and Certificates with paper may be seen in the office of Library and Information Officer, Documentation-cum-Publication Unit.

Library and Information Officer,
Documentation-cum-Publication Unit

MAINTENANCE AND COMPLIANCE OF CONFIDENTIALITY

All data/records/information generated by company under this agreement shall be deemed to be “work made for hire” and own exclusively by SPA.

The Company recognizes that in the course of the transactions, it may privy to certain information (“Confidential Information”), relating to SPA work including legal, Financial, technical, commercial, marketing and business related records, data, documents, reports, (whether or not the information is marked or designed as “Confidential” or “Proprietary”). The company agrees that it shall:

- Keep all Confidential Information strictly confidential and shall not, divulge such Confidential Information to any person.
- Take all the steps to protect the integrity of the Confidential Information and to ensure against any unauthorized disclosure thereof;
- Promptly inform SPA of any potential of accidental disclosure of the Confidential Information and take all steps, together with SPA, to receive and protect the said Confidential Information
- The Company must ensure confidentiality regarding handling of all information obtained from the School whether written, verbal and other sensitive materials held within the Admission and Examination Section and in SPA premise.
- Renting lending and copying of any Information, software and hardware products are completely prohibited.
- Ensure all storage and apparatus should be virus free.

Any breach of this clause may cause SPA substantial and irreparable damages, and in any event of such a breach, in addition to other remedies, which may be available, the SPA shall have the right to seek specific performance and injunctive and equitable relief.

Annexure A- Technical Bid
SCHOOL OF PLANNING AND ARCHITECTURE

Sub: Inviting quotation for printing of Mark sheets, Mark sheet Envelops, Degree Certificates and Degree Folder –erg.

| | | |
|----|--|--|
| 1 | Due date of quotation | |
| 2 | Opening time and date of quotation | |
| 3 | Name Address of Firm/ Agency and Telephone Nos., Fax No. and Email ID | |
| 4 | Registration No. of the Firm/Agency, if any | |
| 5 | Name Designation Address and Telephone No. of Authorized person of Firm/Agency to deal with | |
| 6 | Please specify as to whether supplier is sole proprietor/ Partnership firm. Name of Address and Telephone No. of Directors/ Partners to be Given | |
| 7 | Service Tax Regd. No./TIN No./PAN No. if any | |
| 8 | Year of Establishment of firm | |
| 9 | Total Annual Turnover for last Years | 2011-12 = Rs. 2012-13 = Rs. 2013-14 = Rs. |
| 10 | Any other information | |

This is to certify that I/We before signing this quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves abide by them.

(Signature of the bidder) _____
 Name & Address: _____
 (with seal) _____

SCHOOL OF PLANNING AND ARCHITECTURE

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Specifications for mark sheet and degree certificates:

1. **Moister and water resistance** and humidity control which does not require to laminate and protection of printed information
2. **Non tear able** media which can be protected from damaged due to rough conditions and handling
3. **Fold ability** for carrying should not loose strength even after repeated folding
4. **Oil, Grease, Chemical, Rot and Mildew resistant** – paper should preserve it from all possible damages in day to day life
5. **Highly scratch resistant**
6. **Security and tamper proof** - anti copy, water mark, bar code hologram with embossing , photo printing , Micro Line, rainbow colour printing, hidden code,
7. **Optimum printing quality**
8. **Photo Printing**- should have option of printing photo on the mark sheet
9. **Enable for Writing with pen** on back side of Degree/Marksheet
- 10. Data Accuracy in printing**
- 11. Document Verification**- No dependency on Institute for mark sheet verification
- 12. Cost**- pay per certificate pricing based model

SCOPE OF WORK

| SI. No. | Security features | Rates (in Rs.) |
|---------|---|----------------|
| 1 | Background variable data | |
| 2 | Source security logo image of Institute with variable data of student as water mark | |
| 3 | Laser Dottext printing – dots carrying variable data underneath the dots readable by 100x lens | |
| 4 | Lenticular variable data: coded lenticular variable data in case of degree, readable by lenticular decoder. | |
| 5 | Barcode Printing carrying variable data | |
| 6 | UV variable data – variable data to be read by Ultraviolet Beam. | |
| 7 | Photograph if provided by the University | |
| 8 | Quick Read code carrying variable data of students | |
| 9 | Variable Data - Printing of Name Roll No./Enrollment No., Time and Date stamp as security feature visible at tilting only | |
| 10 | Printing of Institute Name at the borders which should be readable through a special lens only | |
| 11 | Printing on Non-Tearable Polyethylene Terephthalate Media with 100 % water Proof | |
| 12 | hologram with embossing | |
| 13 | Printing Process must be One Pass carrying all security features in One SINGLE PASS PROCESS, printing static data, variable data, static and variable security features with transparent or any hidden security feature MUST be printed in one pass | |
| 14 | Golden Eye Printing of Institute Logo | |

| Sl. No. | Description of the Work | Quantity | Rates Per Unit |
|----------------|--|--|-----------------------|
| 1. | Printing of Degree Certificates (will be printed on A4 size Non-tearable Polyethylene Terephthalate Media on 180-200 Micron thickness with 4 Color Printing Scheme, Duly printed with prescribed security features as below specification) | Approx. 375 nos. (Per Year) | |
| 2. | Printing of Degree Folders (A4 size folder will printed on Rexine will foam base) | Approx. 375 nos. (Per Year) | |
| 3. | Printing of Mark Sheets (will be printed on A4 size Non-tearable Polyethylene Terephthalate Media on 100-120 Micron thickness with 4 Color Printing Scheme, Duly printed with prescribed security features as below specification) | Approx. 1200 nos. (Per Semester) | |
| 4. | Printing of Mark Sheets Envelops (10x12 inches, single color, black printed on 100 GSM crest paper, laminated inside, flap with gumming) | Approx. 1200 nos. (Per Semester) | |
| 5. | Online verification of certificates (as on demand) | | |

Date: _____

Signature _____

Place: _____

Name: _____

Address: _____

Seal of firm

UNDERTAKING

To,

The Registrar,
School of Planning and Architecture,
4-Block-B, Indraprastha Estate,
New Delhi-110002

Sir,

- i. I/We the undersigned, certify that I/we have gone through the terms and conditions mentioned in the quotation/tender documents and undertake to comply with them.
- ii. It is further certified that the firm is acceptable and has not been blacklisted by any agency in India or abroad* since inception.
- iii. I/We further undertake that if above declaration proves to be wrong/ incorrect or misleading our tender/ contract stands to be cancelled/terminated.

Date:_____

Signature of the
tenderer_____
with seal

Place:_____

Name of the
Tenderer :_____
with address

